	InstrARS
IT Architecture Review Scorecard Instructions	FY06-07

This form is intended to measure the compliance of targeted technology architecture (e.g. department-wide, project, procurement) with the State's Information Technology Standards (version 1.3).

Changes from last year's version

None

Instructions

Since this same document is used to assess different target architectures (department-wide, project, procurement, etc) be sure to indicate the chosen scope and, most importantly, maintain that perspective when responding to the entire set of questions.

NOTE: the worksheet is "locked" so that some of the cells (including those with equations) are protected. This is intended to minimize data entry and simplify calculations. Password = ARS

The following information components comprise the Architecture Review Scorecard (ARS):

Section	Description
Identifying Information	
1) Department:	Identify the department by name.
2) Scope	To indicate the boundaries of the architecture targeted for assessment, select one of the following fields:
• Agency	If this is an assessment of an entire organization's (e.g. department, division) IT architecture, place an "X" here.
• Project	If this is an assessment of one single project, place an "X" here
• Procurement	If this is an assessment of one single procurement, place an "X" here
• Other (specify below):	If this is an assessment of some target that does not fit into one of the previous categories, custom enter your own identifier here.
3) Target Name:	If the entry in item #2 above was: Agency – here, enter either "entire dept" or identify the appropriate suborganization (division, office, etc). Furthermore, the target will be assumed to be the "current state" unless otherwise noted. Project – here, enter the title of the IT project (this should be identical across all documentation – CC-IT, DITP, E&E, Schs 6-9, etc.). Furthermore, the target will be assumed to be the "future state" (post-deployment) unless otherwise noted. Procurement – here, enter sufficiently descriptive information including the associated project name. Furthermore, the target will be assumed to be the "future state" unless otherwise noted. Other – here, enter additional information as necessary (including current vs. future state).

4. Summary

This section is primarily for automated display purposes only. In other words, the first 4 columns are locked with built-in equations automatically tabulating totals from section #5 (Data Worksheet).

Categories	These are the categories called out in the State's IT Standards document. [locked]
Number Compliant	This figure is automatically tallied from the entries made in section #5 (Data Worksheet) below.
Total Possible	This is the total number of elements or sub-items presented for each standard in the State's IT Standards document. [locked]
Percentage Compliant	This is a simple ratio of the number compliant versus the total possible. [locked]
Comments	Please add comments you feel are necessary and/or valuable to annotate the figure displayed in the previous ("Percentage Compliant") column.
5. Data Worksheet	
1	data entry. The first column (title) in each of the 2 tables is locked. one of either the "Yes", "No", or "N/A" columns for each row.
Standard	These are the standards laid out in the State's IT Standards document. [locked]
Yes	If the target architecture is in full compliance with all aspects of the standard as written.
No	If the target architecture is either only partially or not at all in compliance with the standard as written.
N/A	If the standard, as written, is not applicable to the targeted investment's architecture.